

CHAPTER 7

Special Requests for Financial Assistance

Section I. General

From time to time, a sponsor may have to make a special request for state financial assistance. The most common special requests are addressed in this Chapter.

Section II. Emergency Requests for Financial Assistance

An emergency is defined as an occurrence or event that threatens life or property. Upon receipt of an emergency request, the Director has the authority to declare that an emergency exists and will notify the Chairman and the member of the Board who represents the applicant. From this notification, a tentative allocation of funds required may be awarded. Funding application requirements remain the same, even after they have been awarded. (Review Section IV of Chapter 2; Section IV of Chapter 3; Section IV of Chapter 4; and Section IV of Chapter 5).

Section III. Missed Opportunity

There will be occasions when an airport sponsor will not be aware of a need to request financial assistance until after the ACIP submittal cutoff date has passed. The need may not be an emergency, but may result in a *missed opportunity* such as attracting an industry or enhancing air service. Upon receipt of a sponsor request, the Director will contact the Chairman of the VAB and the Board Member who represents the applicant who will determine if the submittal justifies consideration by the Board at the next scheduled meeting. The sponsor will be notified of their decision so they can respond accordingly. Funding application requirements remain the same (review the appropriate chapter sections as listed in the last sentence of Section II , above).

Section IV. Multi-year Funding Allocation

In order to provide financial assistance for projects that exceed annual available funds, the Board has adopted a multi-year funding program.

Upon approval by the Board, a sponsor will be issued a TA letter which specifies the years for which funding is approved and the amount approved for each year. Upon receipt of a project application reflecting the actual project costs, a Grant Agreement will be issued for the amount of state funding for the first year only. The grant agreement will then be amended for subsequent year allocations.